We agree to follow these expectations to manage workload and communication efficiently:

1. Respond within 24 hours unless an emergency occurs.
2. Attend all group meetings, informing members at least an hour in advance if unable to attend, unless in an emergency.
3. Inform the group if more time is needed on a task.
4. Ask group members or the founder for clarification if stuck.
5. Shift incomplete tasks to the next sprint.
6. Drop a task only after discussing with group members and the founder.
7. Use Slack for serious inquiries and Discord for general discussion.
8. Request a group meeting if work distribution feels unfair.
9. Treat each other with respect.
10. Wait at least 12 hours post-meeting before discussing frustrations.
11. Abide by University Academic Honesty principles and take personal responsibility for plagiarism.
12. Absent members may still be allocated work.
13. One member will take meeting notes for those who cannot attend.

By entering your name into the allocated slot you hereby agree to all the above terms

NAME/SIGNATURE:

Chieh-An-Chang

Ali Iqbal

Richie Hsieh

Eddy Chen

Ethan Rosenbloom